

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.NATIONAL DEFENSE EXECUTIVE RESERVE
CENTRAL INTELLIGENCE AGENCY UNITSTATEMENT OF UNDERSTANDING

As an Executive Reservist in the Central Intelligence Agency, I accept the following responsibilities:

I. In Peacetime

a. I agree to:

- (1) Maintain close liaison with the Central Intelligence Agency.
- (2) Attend called training meetings whenever possible.
- (3) Attend war games or exercises where possible.
- (4) Participate in the review of mobilization plans and programs.
- (5) Abide by Agency secrecy agreements signed by me.

II. In Time of Emergency

a. I agree to be on call for full-time assignment to the Central Intelligence Agency, in the event of full mobilization.

(1) It is understood that as a Reservist I may not be able to accept a call for full-time assignment under conditions such as:

- (a) change in status within my own organization;
- (b) change in personal conditions;
- (c) overriding needs for my assignment to some other activity either within or without my own organization.

b. I agree to be responsible for keeping the Central Intelligence Agency informed whenever I foresee any reason for not being able to serve.

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III. Compensation

a. In Peacetime

I agree to serve as an Executive Reservist and hereby agree to waive any and all pay or compensation for such service for myself, heirs and assigns. I understand that if claim is made, I will be reimbursed for travel and subsistence expense in accordance with Government regulations.

b. In Time of Emergency

If called to full-time duty, I will be employed in accordance with regulations existing at that time and compensated in accordance with the salary schedule of the position I undertake.

RESERVIST _____
(Signature)

Date

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Question 1 a: Is the Employer required to sign the agreement?

Answer 1 a: Not unless the Reservists so desires. In this event a signature line must be added to the agreement.

Question 1 b: If the employer or the Executive Reservist desires to retain a copy of the Statement of Understanding, may they do so?

Answer 1 b: Yes

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Questions and Answers for Use of Recruiter in Contacts With Executive Reservists and Their Employers.

Question 1: Has the Executive Reservist been security cleared for use as an Executive Reservist?

Answer 1: Yes, all have security approval for service as Executive Reservists. The large majority are at the present time Consultants. Those who are not Consultants are identified in a separate information sheet.

Question 2: Has a specific person been identified to sign the Memorandum of Understanding as the employer of the Executive Reservist?

Answer 2: No, this will vary with each Executive Reservist and will depend in a large measure on the judgement of the Executive Reservist re who handles such matters for his organization. (See questions 3 and 4.)

Question 3: Is security clearance required for the person who signs for the employer?

Answer 3: No, however, caution has to be exercised to avoid having a person sign for the employer who is DNC. This may be accomplished by first checking each case with the appropriate Contact office to determine from their knowledge if there is anyone in the Executive Reservist's chain of command who is DNC or if they can suggest an appropriate person to sign as the employer of the Executive Reservist. If there is a person DNC in the chain of command, the Recruitment Officer will have to avoid having that individual sign for the employer, by suggesting that ordinarily someone in some other capacity handles such matters and it would be preferred if someone in some other capacity signed for the employer.

Question 4: In the event there is serious doubt on the part of the Recruitment Officer re an individual named by the Executive Reservist to sign as his employer is there a number in Washington, D. C. that can be called to clarify the matter on an expedite basis?

Answer 4: Yes, the Office of Security will provide such information by calling [redacted] during Washington, D. C. working hours, and [redacted] after Washington, D. C. working hours.

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Question 5: What will be the pay of an Executive Reservist?

Answer 5: While serving solely as an Executive Reservist, no pay is received, only transportation and per diem not to exceed

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\$15. This would apply when Executive Reservists are convened individually or as a group expressly for National Defense Executive Reserve purposes.

Those Executive Reservists who are Consultants may be given Executive Reserve training and indoctrination while acting on a consultant capacity and would of course receive their Consultant fee when performing in this dual capacity.

Question 6: How much time during a year should an Executive Reservist anticipate that he will be utilized?

Answer 6: It is contemplated that Executive Reserve training will not exceed two weeks in one year. It is possible that some Executive Reservists will not be called for any training. Inasmuch as Executive Reservists are Consultants or former employees, they already have a fairly good Agency indoctrination. Additionally, their utilization in the event of emergency will be with the office for which they are Consultants or for which they were formerly employed. It is anticipated that some Executive Reservists will be asked to participate in the annual Government-wide mobilization exercise usually occurring in July each year. Three to five days will be required for those who participate in this program.

Question 7: Can an Executive Reservist disclose this relationship with the Agency?

Answer 7: Security considerations do not allow public recognition of the persons who participate in this program for the Agency. Your employer who signs your Statement of Understanding of course will know of your participation, however, he should not publicize the fact that you are an Executive Reservist of CIA. You can advise your family of this designation however, they should also be advised not to publicize this fact. The Office of Defense Mobilization will publish a Roster of Executive Reservists on a Government-wide basis, however, steps have been taken to see that the names of CIA Executive Reservists are excluded from this Roster.

Question 8: Where does the Executive Reservist report in time of emergency?

Answer 8: You will be advised at a later date the location to which you should report in the event you cannot be reached through regular communications.

Question 9: What identification does an Executive Reservist have for priority transportation in the event of emergency?

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Answer 9: This matter is being taken up with Federal Civil Defense Authorities.

Question 10: A friend of mine is an Executive Reservist for the Department of Commerce. He recently attended a Convention of Executive Reservists in Washington, D. C. at which the President and other high-level officials spoke. Will CIA Executive Reservists attend such conventions?

Answer 10: The Agency currently has no plans for participation in such events.

Question 11: Is there anything an Executive Reservist could or should be doing at home in the way of preparation?

Answer 11: No. In your capacity as a consultant or ex-employee, you are equipped to assume the duties you will be assigned in the event of emergency or call to training duty.

Question 12: Whom should an Executive Reservist notify by mail or telephone in the event his status changes affecting Executive Reserve responsibilities?

Answer 12: The Director of Personnel
Central Intelligence Agency
2430 E Street, N.W.
Washington 25, D. C.

Question 13: Should an Executive Reservist identify himself as an Executive Reservist when corresponding with the Director of Personnel?

Answer 13: Yes.

Question 14: In the event the Recruitment Officer needs to contact someone on the substantive end of this program, whom should he call?

Answer 14:

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Question 15: If the Executive Reservist objects to having anyone sign as his employer, is it required that there be a signature for the employer?

Answer 15: No, refer such cases to Headquarters by reference in your memorandum.

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Question 16: What should the Executive Reservist do prior to making an overseas trip?

Answer 16: The Executive Reservist should advise the appropriate office of the Contact Division of his intention to make an overseas trip. If such trip requires the Reservist to go behind the Iron Curtain, he should seek prior approval through the Contact office of the Agency.
(The Recruitment Officer should brief the appropriate Contact office that such Executive Reservist will be in contact with that office prior to contacting the Executive Reservist. The Executive Reservist should be given the name of the person or persons in the Contact office to be contacted.)

Question 17: Is the Executive Reservist bound by Agency security regulations?

Answer 17: Yes. While on active duty he is bound by all Agency security regulations. While in inactive status, he will be bound by such regulations as are indicated by the questions and answers below.

Question 18: As an Executive Reservist is there any restriction upon my writing for publications or presentations of a speech?

Answer 18: Yes. Speeches or articles written for publication having to do with intelligence, either factual or fictional, or if the subject matter is related to programs and functions of the Agency or other intelligence agencies, must have the prior approval of the Agency.

Question 19: Is there any restriction placed upon my association with representatives of foreign governments?

Answer 19: No, when not on active duty. However, such contacts are of interest to the Agency and will be subject to Agency regulations when the Reservist is on active duty.

Question 20: Would a change in my marital status have any bearing on my position as a Reservist?

Answer 20: This would have to be determined by investigation, hence any change in marital status should be reported to the Agency.

Question 21: Will my holding a Reservist status have any bearing on my personal or company's right to contract with the U. S. Government?

Answer 21: No, not because of service as an Executive Reservist.

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Question 22: Would my Reservist status have any bearing on my right to negotiate or enter into contracts with foreign governments or representatives.

Answer 22: No. However, such contracts and/or negotiations should be reported upon mobilization.

Question 23: May I indicate on a questionnaire for industrial security clearance and similar forms that I hold a current CIA clearance as an Executive Reservist?

Answer 23: No. However, it may be possible for the Agency to satisfy the requirements of the U. S. Government department for whom the questionnaire is being completed.

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	203 Admin Building	<i>mw</i>	
2	DOCI	<i>W</i>	17 Dec 57
3			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> XXX INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

The attached "Statement of Understanding" and series of questions and answers, which were concurred in by the Office of the General Counsel and the Director of Security were supplied to the Recruitment Officer for his meetings with Executive Reservists referred to in General Cabell's letter of invitation.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
C/MS/OP 804 1016-16th Street	18 DEC 1957
<input type="checkbox"/> UNCLASSIFIED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET	

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